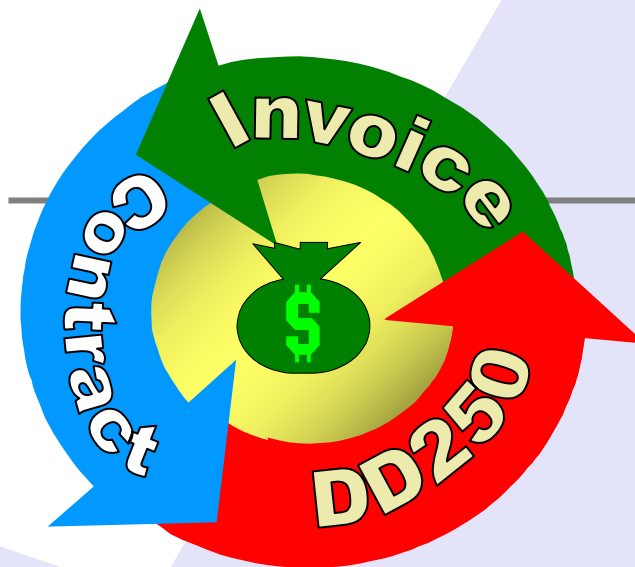




# Wide Area Workflow-Receipt & Acceptance (WAWF-RA)

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**Electronic Commerce Team**

*Your Financial Partner @ Work*

# AGENDA

- **WIDE AREA WORK FLOW**
  - Background on WAWF
  - What is it?
  - Process
  - Benefits
  - Define Roles
  - Getting started
  - Types of Documents
  - Lessons learned
  - Helpful Web Addresses
- **QUESTIONS???**

# BACKGROUND

- Problem: Acceptance & payment process is predominately supported by hard copy today.
- Objective: Create an electronic commerce environment using existing tools and systems.

## *DoD Paperless Contracting Initiative*



# WHAT IS WAWF-RA?

- It is a DoD system designed to automate the processing of payment documents in a “Paperless” Web-based environment.
- Electronically captures and coordinates the four basic pieces of payment information.

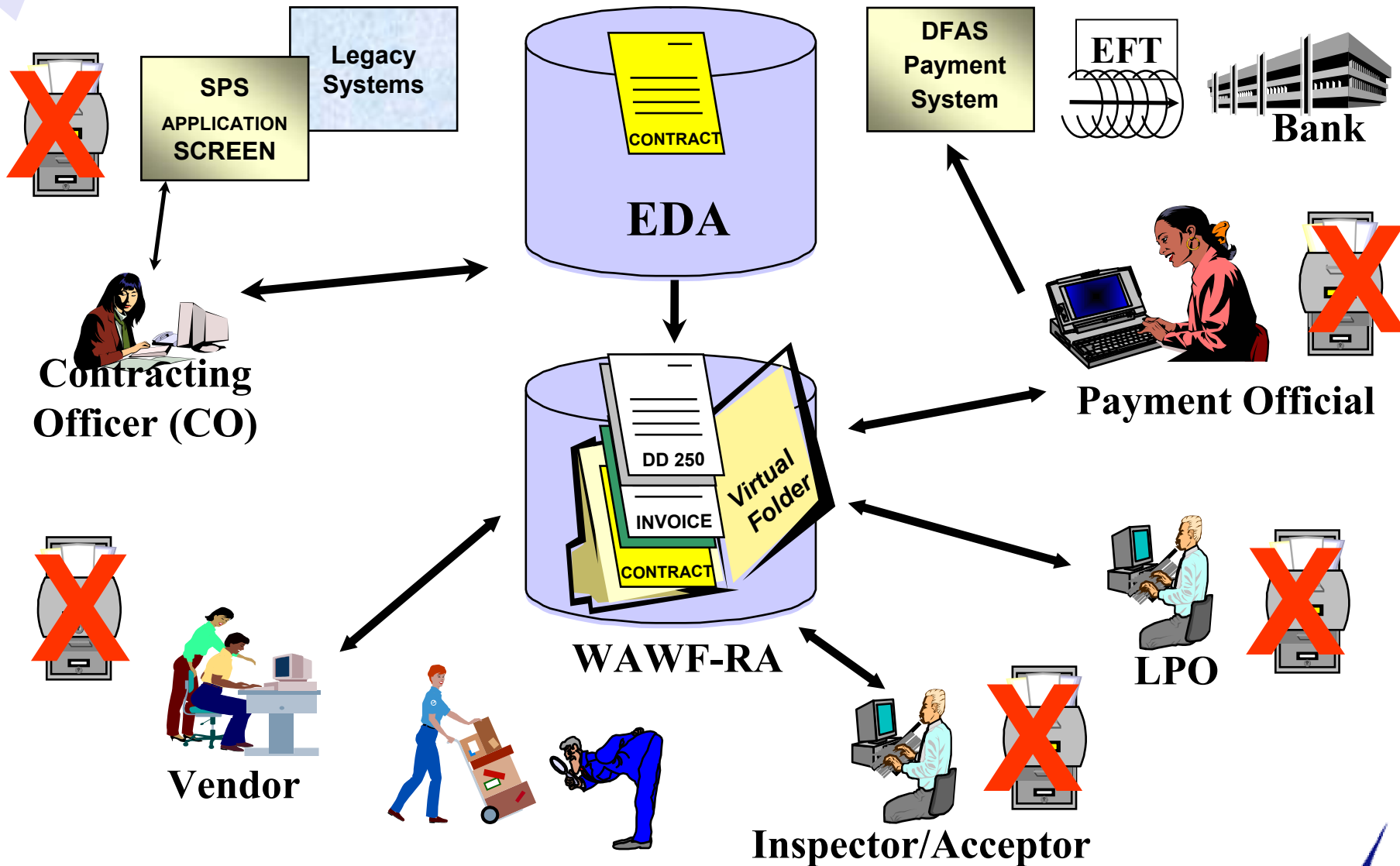
## *Input:*

- Contract
- Vendor invoice
- Receiving documentation

## *Output:*

- Payment Initiation

# WAWF-RA Process



# WAWF-RA Benefits

- Electronic submission of invoices & receiving reports(retained for 6 years 3 months)
- Faster, more reliable payments, access to system anywhere/anytime
- Online access & full spectrum view on payment status
- Reduces interest penalties on late payments
- Increase discounts taken
- Eliminates “we lost your Fax” please re-fax problem
- Minimizes re-keying & improves data accuracy
- Near, real-time processing
- System ensures all documents meet PPA requirements
- Reduce the transaction cost that is paid to DFAS
  - Manual \$17.22 vs. Electronic \$9.92 (Marine Corp)

# Roles Defined

- **Vendor:** Provider of goods and/or services to the government
- **Inspector:** Responsible for the inspection of goods
- **Acceptor:** Responsible for the government acceptance of goods and/or services
- **Local Processing Office:** Certifies documents for payment.
- **Payment Official:** Pays the vendor (compares the contract, the vendor's invoice and the government acceptance. With EDI, documents will process directly into the entitlements system.)

# What's needed to get started?

- **Hardware Requirements**

- Pentium or Pentium Pro processor-based computer (minimum 1486)
- SVGA Color Monitor
- Video Graphics 65536 Color (minimum 256 color)
- 64 MB RAM (minimum)
- 15 MB available hard disk space
- Internet Access

# What's needed to get started?

- **Software Requirements**

- Netscape Communicator 4.76, 4.78 and 4.79 / Internet Explorer 5.5 SP2 or later (internet download)
- Microsoft CryptoAPI (internet download)
- Adobe Acrobat Reader (internet download)

- **Vendor Requirements**

- Vendor must be registered in the Central Contractors Registration (CCR) with a designated Electronic Business point of contact.

- **Government User Requirements**

- DoD Public Key Infrastructure Certificate (PKI Cert)
- Group Administrator
- DISA Form 41

# Documents used in WAWF

- There are four major documents that can be created within WAWF
  - Commercial Invoice and Receiving Report Combo
  - Commercial Invoice and Receiving Report 2-in-1
  - Originally Created Receiving Report
  - Commercial Invoice
- Documents created are routed by use of Department Of Defense Agency Address Codes (DODAACs)/Unit Identification Code (UIC)

# Documents used in WAWF

- Email notifications are sent to designated point of contacts notifying them that a document is pending their review and/or action
- Vendors receive emails notifying them when any action has taken place on their documents
- 2 MB Attachments

# Scenario 1: Combination

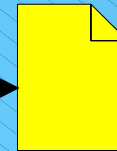
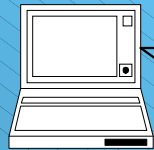


Initiator

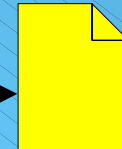
Inspector

Acceptor

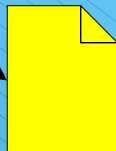
Local  
Process  
Official



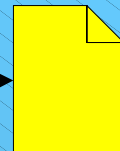
Invoice



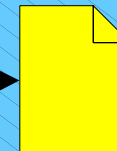
Invoice



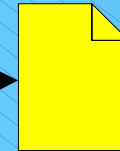
Receiving  
Report



Receiving  
Report



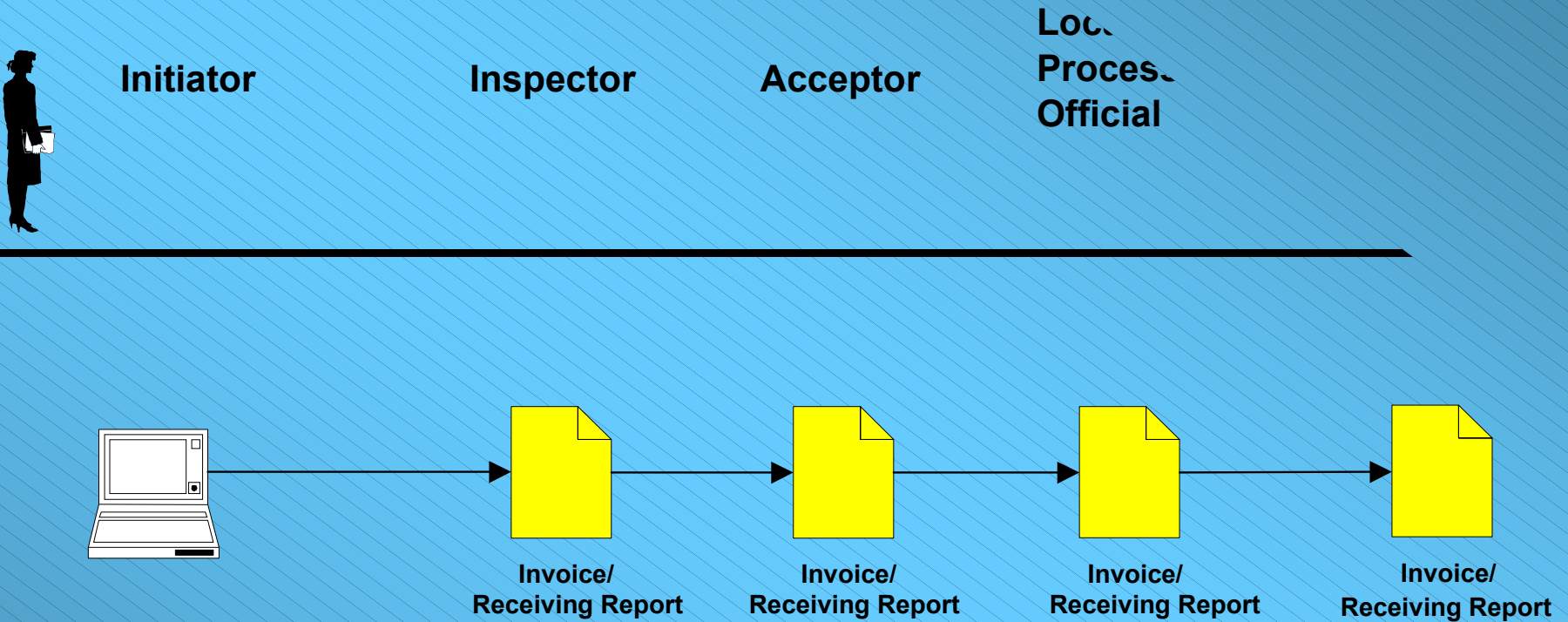
Receiving  
Report



Receiving  
Report

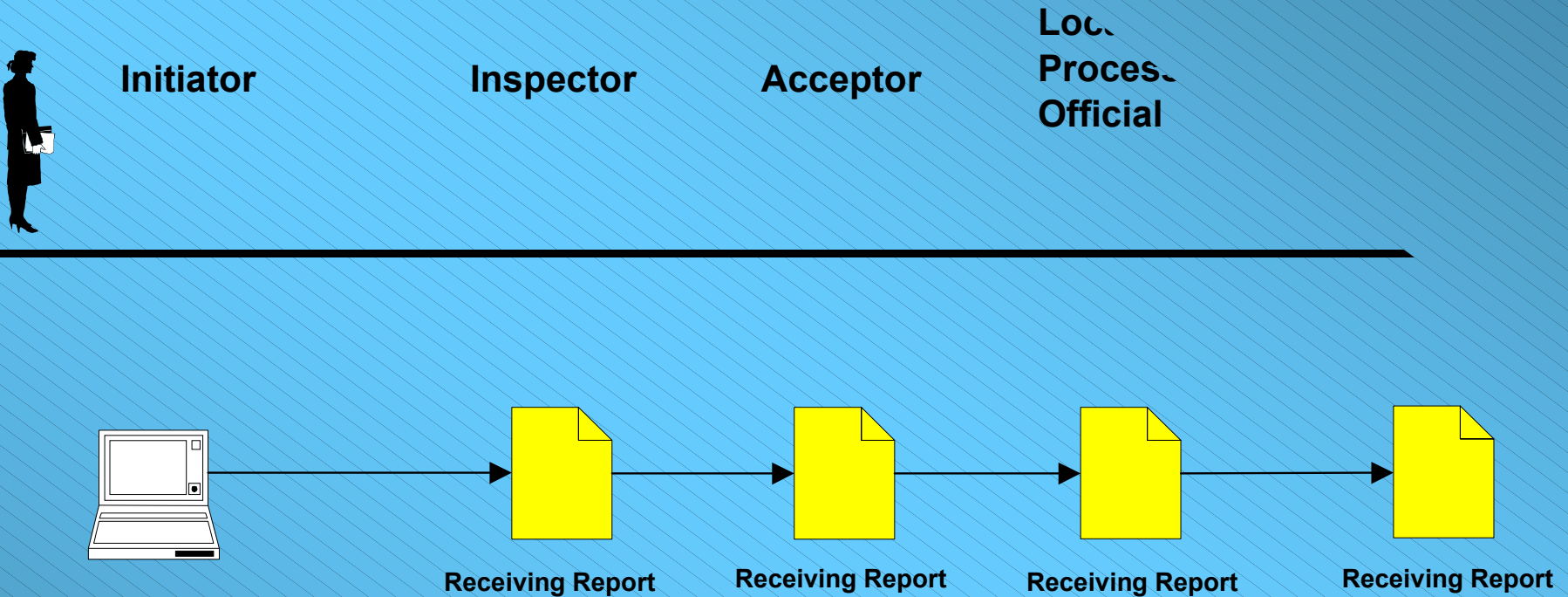
**Create  
Combination  
Document Using  
WAWF-RA**

# Scenario 2: 2-n-1 Doc



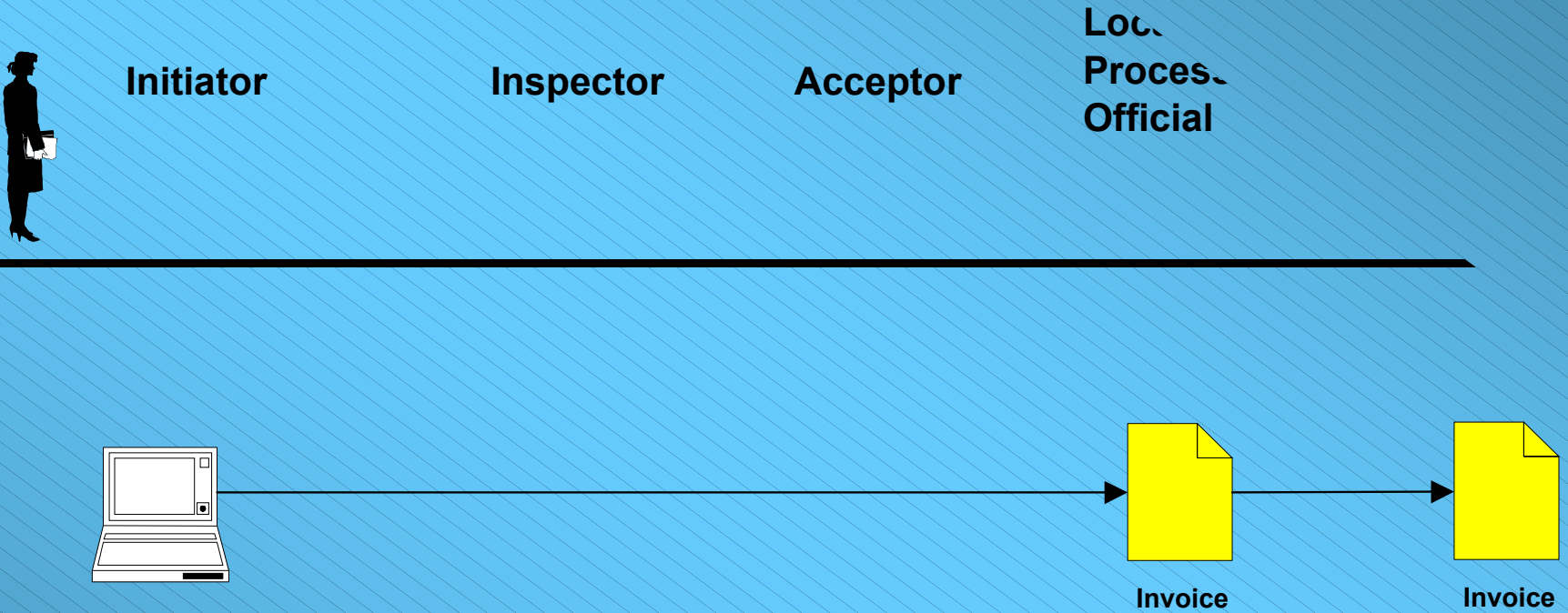
**Create 2-n-1  
Document Using  
WAWF-RA**

# Scenario 3: Stand Alone



**Create Stand  
Alone Receiving  
Report Using  
WAWF-RA**

# Scenario 4: Stand Alone



**Create Stand  
Alone Invoice  
Using WAWF-RA**

# Lessons Learned

- Team approach! (Contracting/Activity/DFAS)
- Gather everyone together for WAWF overview
- Provide classroom hands on training of WAWF to all users
- Make activation of Government users a priority
- Gain support from activities Commanding Officer
- United States Code Title 10, Subtitle A, Part IV, Chapter 131, Section 2227
- Electronic Submission of Payment Requests - DFAR 252.232.7003

# Helpful Web Addresses

- To locate a DODAAC:
  - <http://day2k1.daas.dla.mil/dodaac/dodaac.asp>
- To request a DODAAC
  - <http://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/lot/docs/milform.htm>
- To locate a Vendor Cage Code:
  - <http://www.ccr.gov>
- Farsite Virtual tools:
  - <http://farsite.hill.af.mil/vtools.html>
- WAWF Production Home page:
  - <https://wawf.eb.mil>
- WAWF TRAINING Home Page
  - <https://wawftraining.eb.mil>

# ???QUESTIONS???



## DFAS-PC Electronic Commerce

Toll free (888) 718-3028      (808) 472-7605  
Fax (808) 472-5836

[DFAS-PC-ECOM@DFAS.MIL](mailto:DFAS-PC-ECOM@DFAS.MIL)